



# ICSEW

INTERAGENCY COMMITTEE OF  
STATE EMPLOYED WOMEN

*"To Identify and advocate for issues faced by state employed women"*

## GENERAL MEMBERSHIP MEETING

**Location: State Auditor's Office, Sunset Building (3200 Capitol Blvd),  
Training Room**

**September 12, 2006, 8:30 a.m. – 4:30 p.m.**

8:30 – 9:00	Registration and Networking	All	
9:00 – 9:20	Welcome and introduce new members	Dianna	Information Sharing
9:20 – 10:00	Committee Accomplishments	Committee Chairs	Information Sharing
10:00 – 10:20	Vote to approve ground rules & ad hoc committee TOD&STW & Any budget items over \$500	Dianna and Misty Krug	Decision Needed
10:20 – 10:35	Break		
10:35 – 11:35	Mentorship Rollout	Dianna & Sarah Bland	Participation
11:35 – 1:00	Lunch		
1:00 – 1:20	Wellness Activity	H & W Committee	Information Sharing
1:20 – 1:30	Vote on Mentorship Policy	Dianna	Decision Needed
1:30 – 1:45	Media Response plan/Charities	Dianna, Kelly Stowe, & Pam Johnson	Information Sharing
1:45 – 2:30	Debrief Executive Board Retreat	ICSEW Board	Information Sharing
2:30 – 2:45	Old & New Business	All	
2:45 – 3:00	Break	All	
3:00 – 4:30	Committee Meetings	All	Business plan due to chair in 5 days

### Attendance Policy:

Excused absence is when at least 3-days notice is provided to the Membership Chair and an alternate attends in the members place. Two unexcused absences in a row will result in contact from the communications committee to ensure member interest is still present.

Wendy Bennett, Membership Chair, (360) 902-0359, e-mail: [BennettW@sao.wa.gov](mailto:BennettW@sao.wa.gov)

## Meeting Ground Rules

Be on time: start meeting on time  
Don't put yourself or others down  
No interrupting others, back talk or side bars  
Participate  
Agree to disagree  
Notification if not attending  
Fragrance free-please  
Humor is encouraged Share, but be concise  
Come prepared  
What's discussed here – stays here  
Respect and support decisions of the committee  
Respect others opinion  
Take ownership of what you say  
Silence cell phones and pagers

## Meeting Expectations

Be on time  
Volunteer/commit realistically  
Circulate. Spread out and meet new members  
Notification if not attending  
Expectations of Goal/outcome based agenda  
Time valuable/make good use of time/shorter meetings  
Figure out better seating/room configuration  
Personal sharing time  
Knowledge of all the agencies/share at meetings

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